DEPOSITING OVERPAYMENTS OF TRAVEL EXPENSES

When an overpayment for travel expenses occurs, use the following transaction codes to deposit the excess payment:

1. Travel payments that were 100% non-taxable:

- Use TC191, Deposit: Refund of Current Year Expenditure

2. Travel payments that were taxable:

- Use TC186, Comptroller Object 5310, for the taxable portion and the non-taxable portion associated with the taxable portion

- Go to personnel for a PRAV

(E.g., federal rate for mileage is 31.54 , reimbursement was 32.54 ; 14 times miles traveled is taxable and 31.54 times the miles traveled is non-taxable but is associated with taxable miles.)

3. Travel payments that were both taxable and non-taxable:

- Use TC186, Comptroller Object 5310, for the taxable portion and the non-taxable portion associated with the taxable portion

- Use TC191 for the non-taxable portion

- Go to personnel for a PRAV for the taxable portion

When a travel payment has not been cashed, the warrant can be cancelled. Cancellations should be handled like any other non-payroll R*STARS payment cancellation.